

office: 202-564-0548  
aws: 301-593-7870

---

**From:** Shanahan, Katherine  
**Sent:** Friday, June 30, 2017 10:14 AM  
**To:** Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>  
**Cc:** McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>  
**Subject:** V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the

**Ex. 5 - Deliberative Process**

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan  
Human Resource Officer  
EPA New England Region 1  
617-918-1619

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/7/2017 8:45:34 PM  
**To:** McDonald, James [McDonald.James@epa.gov]  
**Subject:** FW: V/V Communication Templates  
**Attachments:** Prog and Reg VERA-VSIP Announcement 7-6-17.docx  
**Importance:** High

Here you go! Sorry for delay—I was under a little duress. Working to get OMB approval of package. Got that but now OPM lags...

Have a great weekend! Debbi

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 7:03 PM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** V/V Communication Templates  
**Importance:** High

HR Community,

Here are the templates we promised on today's HR Community Call.

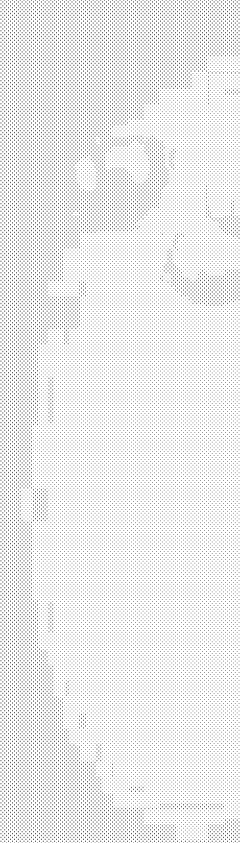
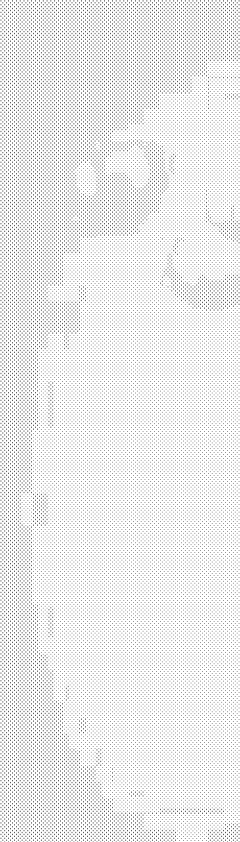
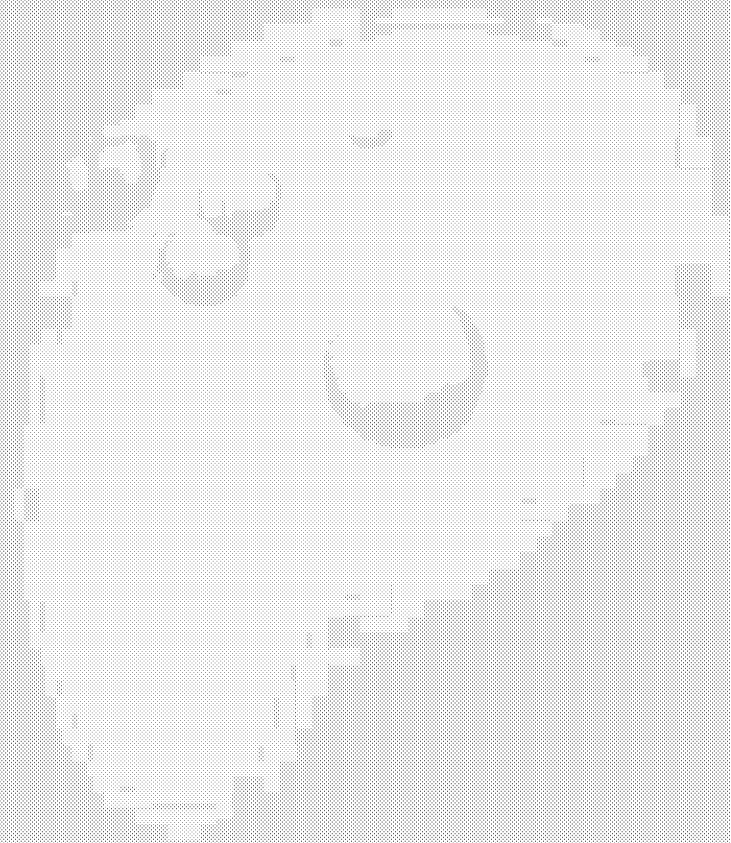
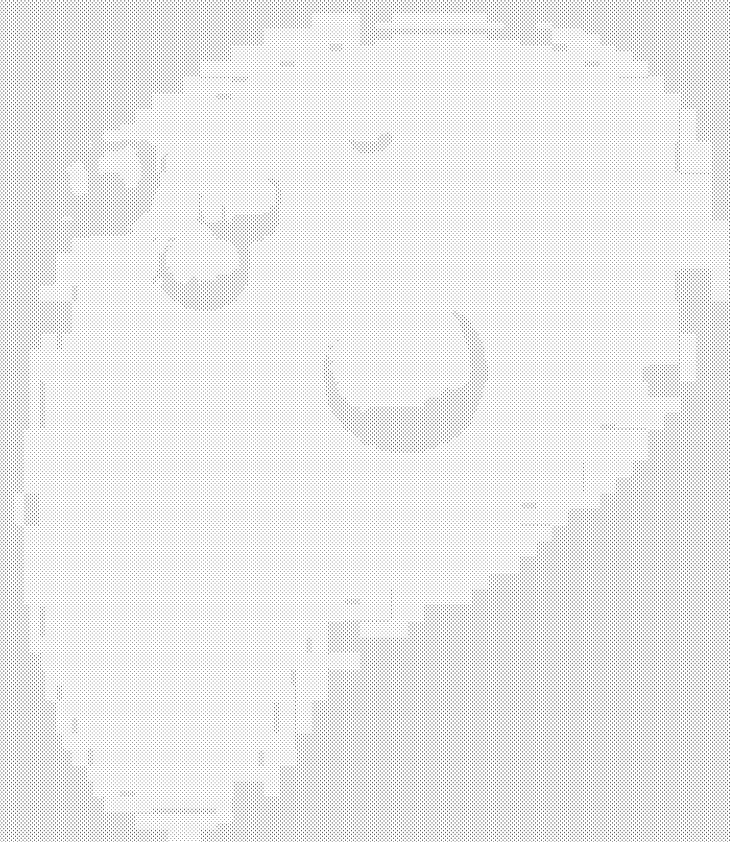
Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov).

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 8/3/2017 12:34:09 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: EPA's VERA/VSIP Request -

Was wondering where things stand on this issue – did OPM approve?

---

**From:** Hunt, Loretta  
**Sent:** Monday, July 31, 2017 3:56 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>  
**Subject:** FW: EPA's VERA/VSIP Request -  
**Importance:** High

Just to keep everyone in the loop,

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

I'll let you know the outcome.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hunt, Loretta  
**Sent:** Monday, July 31, 2017 3:38 PM  
**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Grossman, Andrea L. **Ex. 6 - Personal Privacy** Hickey, Mike J. **Ex. 6 - Personal Privacy**  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: EPA's VERA/VSIP Request -  
**Importance:** High

Gregory/Mike,



Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Thanks in advance for your review and assistance.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta

**Sent:** Friday, July 28, 2017 4:26 PM

**To:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Grossman, Andrea L. **Ex. 6 - Personal Privacy** Hickey, Mike J. **Ex. 6 - Personal Privacy**

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** Re: EPA's VERA/VSIP Request -

Gregory/Mike,

Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please provide approval or disapproval of this change.

Thank you for your assistance and have a good weekend.

**From:** Snowden, Gregory A <Gregory.Snowden@opm.gov>  
**Sent:** Thursday, July 13, 2017 2:39 PM  
**To:** Hunt, Loretta; Mahoney, Michael J; Grossman, Andrea L. [REDACTED] OMB; Hickey, Mike J. [REDACTED] OMB  
**Cc:** Hart, Debbi  
**Subject:** RE: EPA's VERA/VSIP Request -

Hello Loretta,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks.

Gregory Snowden  
OPM

---

**From:** Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]  
**Sent:** Thursday, July 13, 2017 9:42 AM  
**To:** Mahoney, Michael J; Snowden, Gregory A; Grossman, Andrea L. [REDACTED] OMB; Hickey, Mike J. [REDACTED] OMB  
**Cc:** Hart, Debbi  
**Subject:** RE: EPA's VERA/VSIP Request -  
**Importance:** High

Gregory/Mike,

The Office of Research and Development

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]  
**Sent:** Monday, July 10, 2017 2:32 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: EPA's VERA/VSIP Request

Here tis'...

-mike

---

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]  
**Sent:** Monday, July 10, 2017 11:13 AM  
**To:** Mahoney, Michael J; Snowden, Gregory A  
**Cc:** Hart, Debbi  
**Subject:** EPA's VERA/VSIP Request  
**Importance:** High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Terris, Carol [Terris.Carol@epa.gov]  
**Sent:** 6/29/2017 2:37:28 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: V/V

Yes, we do -- OCFO-SBO and OCFO-Regional Comptroller are the list names.

(I'd ask them to keep close hold)

-----Original Message-----

From: Hunt, Loretta  
Sent: Thursday, June 29, 2017 10:32 AM  
To: Terris, Carol <Terris.Carol@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
Cc: Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>  
Subject: RE: V/V  
Importance: High

Great. Yes, we should invite the budget leads but we don't know who they are. Do you have a group list?

OMB mentioned that R10's budget cost estimate chart was a good example to follow. That information is in the business case document I sent you yesterday.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Terris, Carol  
Sent: Thursday, June 29, 2017 9:51 AM  
To: Hart, Debbi <Hart.Debbi@epa.gov>  
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>  
Subject: Re: V/V

Yes it should be possible  
Let me speak with my folks

Do you want to invite the budget leads to join on 2:30 call?

Sent from my iPhone

> On Jun 29, 2017, at 9:12 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:  
>  
> Carol-- can we pull off having the cost estimate discussion today? Given holiday...

> -----Original Message-----

> From: Shanahan, Katherine  
> Sent: Thursday, June 29, 2017 8:23 AM  
> To: Hunt, Loretta <Hunt.Loretta@epa.gov>  
> Cc: Hart, Debbi <Hart.Debbi@epa.gov>  
> Subject: V/V

>  
> Hi Loretta  
> I am having a call with HROs today at 2:30. Since R10 is lead region for OARM and their HRO left, I have been helping them fill the role of Lead Region HRO.  
> Is there anything you would like me to share with the HROs or would you like the opportunity to speak with them. I know many folks are starting vacations this week so timing is tough. In my own office, I have the comptroller and ARA starting vacation and the person in my office who works with me on these packages is also going on leave after today. So if there is anything we can do to be responsive to the V/V issues, I am happy to facilitate that today

>  
> Kathie  
> Sent from my iPhone

Message

---

**From:** Lesperance, Twanna [Lesperance.Twanna@epa.gov]  
**Sent:** 6/30/2017 6:14:59 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; McCluney, Lance [McCluney.Lance@epa.gov]  
**CC:** Allen, Reginald [Allen.Reginald@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: V/V Budget Tables update information

Debbi,

We are working on the updates and will submit our changes as requested.

Thanks,  
Twanna

*Twanna Lesperance, Assistant Director, AMS, PMO  
Office of Administrative and Executive Services  
Office of the Administrator, EPA  
202-564-0419 (Desk)  
lesperance.twanna@epa.gov*

---

**From:** Hart, Debbi  
**Sent:** Friday, June 30, 2017 11:48 AM  
**To:** Lesperance, Twanna <Lesperance.Twanna@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>  
**Cc:** Allen, Reginald <Allen.Reginald@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** FW: V/V Budget Tables update information  
**Importance:** High

Twanna and Lance-

Sorry you missed yesterday's call. Please see the message below and attached for instructions on updating AO's V/V budget tables. We need to turn this one around quickly so thanks in advance for your support. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Shanahan, Katherine  
**Sent:** Friday, June 30, 2017 10:21 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: V/V Budget Tables update information

So sorry folks. Forgot to add you to the CC list I was so focused on going through the list of emails that were forwarded yesterday to be sure I got everyone

Have a good week-end

---

**From:** Shanahan, Katherine

**Sent:** Friday, June 30, 2017 10:14 AM

**To:** Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmamus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

**Cc:** McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

**Subject:** V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the

**Ex. 5 - Deliberative Process**

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan  
Human Resource Officer  
EPA New England Region 1  
617-918-1619

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/8/2017 2:40:34 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]; Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Agency Approach to Early Outs and Buyouts – Phase 2

I'm looking for some help as I'm trying to pull together the business case and field questions in Loretta's absence. ☺ The good news-- as you can tell from what John forwarded—is that there are a lot of past communications to draw from. I'll try to mine my communications material ASAP and bump to you—I know there are TPs.

In terms of deadlines, per Donna's message below we are planning to send an informal submission to OPM later next week. Need to hear from Donna about whether the draft submission needs to be reviewed by senior leadership before, concurrent with or after OPM/OMB review to pinpoint an exact date. The TPs are scheduled to follow the next week on or before 6/21. Hope that helps and thanks in advance for your help! Debbi

We need to put together something to go out that coincides with sending the plan to OPM/OMB. also need talking points for managers to use when letting a staff person know they are in the pool.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Cooper, Marian  
**Sent:** Thursday, June 08, 2017 10:00 AM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Agency Approach to Early Outs and Buyouts – Phase 2

Debbi – are you taking the lead on re-working these or do you want me to?

When are these due?

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233

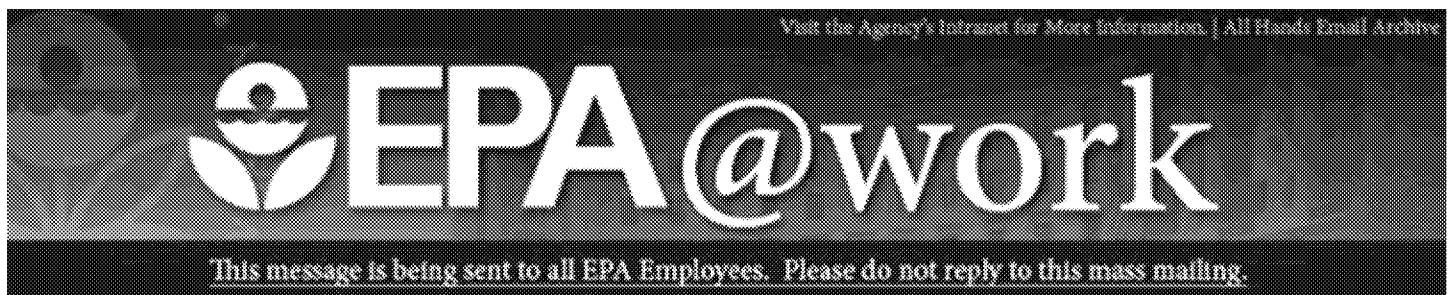


---

**From:** Showman, John  
**Sent:** Thursday, June 08, 2017 8:14 AM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Cooper, Marian <[Cooper.Marian@epa.gov](mailto:Cooper.Marian@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: Agency Approach to Early Outs and Buyouts – Phase 2  
**Importance:** High

---

**From:** Mass Mailer [[mailto:Mass\\_Mailer@epa.gov](mailto:Mass_Mailer@epa.gov)]  
**Sent:** Thursday, October 02, 2014 11:33 AM  
**To:** All EPA Employees <[All\\_EPA\\_Employees@epamail.epa.gov](mailto:All_EPA_Employees@epamail.epa.gov)>  
**Subject:** Agency Approach to Early Outs and Buyouts – Phase 2  
**Importance:** High



#### **MEMORANDUM**

**SUBJECT:** Agency Approach to Early Outs and Buyouts – Phase 2

**FROM:** Lisa Feldt, Acting Deputy Administrator

**TO:** All EPA Employees

Over the last couple of years, resource constraints have forced us to operate under a series of temporary, agency-wide hiring policies—such as hiring only one person for every two or three who left. These constraints have challenged our ability to attract new talent, build diversity in our staff, and provide all the needed tools to do the job of protecting human health and the environment.

**We can and must make long-term changes to support you and the vital work you do for the American people.**

Earlier this year, the agency decided to offer employees voluntary **early outs** and **buyouts** (VERA/VSIP) to manage the challenges of evolving approaches to work, continuing resource constraints, and the unpredictability of attrition.

We are committed to realigning our workforce to meet changing mission requirements, to modify and update our business processes, and to increase support for employees to get their jobs done through training, recognition, technology, and similar areas.



When we offered Phase 1 VERA/VSIPs, some offices were not ready to begin the process of realigning their workforce. But after careful review of their workforce and mission, nine offices have decided to participate in a Phase 2 VERA/VSIP process.

Participating offices are Region 2, Region 5, OARM, OCSPP, ORD, OW, OSWER, OAR and OITA. We are currently awaiting approval from the Office of Personnel Management and the Office of Management and Budget to offer about 200 VERA/VSIPs, and contingent upon their approval, employee notices will be prepared and VERA/VSIP applicants would be expected to depart the agency no later than January 9, 2015.

To give employees enough time to attend retirement/benefits counseling and prepare themselves to depart the agency, information was sent to all employees in the participating AAs and regional offices informing them of the process and the list of positions being considered.

**As in all VERA/VSIP processes, participation on the part of the employee is completely voluntary.**

At EPA, we are extremely fortunate to have such a talented, devoted and professional staff that works tirelessly to protect public health and the environment. By offering Phase 2 VERA/VSIPs, we are taking one more step to ensure that we have the flexibility and skills to design and build the EPA workforce for the future. Thank you for your continued service to the EPA and the nation.

For more information on EPA's Early Out/Buyout activities, please visit: <http://go.epa.gov/vn9e>

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/3/2017 7:26:28 PM  
**To:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: GENERAL Notice sent on Prior V/V (Sample from OW)

Thanks Liz. I just sent what I had on the subject. For whatever reason, it included a few more attachments. Can you please take a look and let me know what version is familiar and seems appropriate? Thanks again--Happy 4<sup>th</sup>!

---

**From:** Engebretson, Lizabeth  
**Sent:** Monday, July 03, 2017 2:56 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** FW: GENERAL Notice sent on Prior V/V (Sample from OW)

FYI – To be of further support, sharing the overall OW notice sent once V/V plan was approved by OPM – which was based on template for all Region/Programs. I am searching for the “blank Program/Region” template. Let me know if you located a blank template previously used.

Regards,  
Liz

---

**From:** Stevens, Robin **On Behalf Of** Shapiro, Mike  
**Sent:** Friday, September 19, 2014 9:40 AM  
**To:** OW-ALL-FEDS <OW-ALL-FEDS@epa.gov>  
**Cc:** White, Ken <White.Ken@epa.gov>; Freeman, Angela <Freeman.Angela@epa.gov>; Kantrowitz, Susan <Kantrowitz.Susan@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>  
**Subject:** Information on Office of Water Voluntary Retirement and Separation Proposal

Please see attached.

Message

---

**From:** McNeal, Detha [McNeal.Detha@epa.gov]  
**Sent:** 5/26/2017 7:36:37 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Region 5 VERA/VSIP input

My concerns with Region 5's VV submission:

1.

2.

## Ex. 5 - Deliberative Process

---

**From:** Hunt, Loretta  
**Sent:** Thursday, May 25, 2017 1:05 PM  
**To:** McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: Region 5 VERA/VSIP input

FYA

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Wednesday, May 24, 2017 3:29 PM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** FW: Region 5 VERA/VSIP input

R5 for five.

---

**From:** Sanders, Amy  
**Sent:** Wednesday, May 24, 2017 2:55 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>  
**Subject:** Region 5 VERA/VSIP input

Debbi,

Please find attached R5's VERA/VSIP input. As previously mentioned, our word document exceeds two pages, as we are not targeting a small number of series/grades, **Ex. 5 - Deliberative Process** (by grade, series, title, work unit, skill set) descriptions. We want to ensure that those distinctions are preserved (either on a spreadsheet or in the write up), if there is a final VERA/VSIP approved to move forward to OPM, to ensure maximum flexibility post VERA/VSIP to meet mission needs. Please contact Sara Breneman with any questions/edits at 312-886-0243 or [breneman.sara@epa.gov](mailto:breneman.sara@epa.gov).

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 3:45 PM  
**To:** OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>  
**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.

2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

**From:** Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]  
**Sent:** 7/13/2017 2:18:41 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: FOR YOUR REVIEW --> VERA/VSIP Email #2: Notice to Employees in Targeted Positions

Thanks, Debbi and Loretta! I also talked with Lindsay in Labor Relations.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks for your patience with us, while we sorted this out!

*Ruth*

Ruth Alene Soward, Director  
Office of Resource and Information Management  
Office of the Chief Financial Officer  
202-566-0985 phone; 202-669-1876 mobile;  
Mail Code 2710A

Ex. 6 - Personal Privacy

**From:** Hart, Debbi  
**Sent:** Thursday, July 13, 2017 8:59 AM  
**To:** Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: FOR YOUR REVIEW --> VERA/VSIP Email #2: Notice to Employees in Targeted Positions  
**Importance:** High

Ruth-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Soward, Ruth-Alene  
**Sent:** Thursday, July 13, 2017 8:43 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** FOR YOUR REVIEW --> VERA/VSIP Email #2: Notice to Employees in Targeted Positions

Ruth Alene Soward, Director  
Office of Resource and Information Management  
Office of the Chief Financial Officer  
202-566-0985 phone; 202-669-1876 mobile; fax

Ex. 6 - Personal Privacy

Mail Code 2710A



Message

---

**From:** Vaughan, Pat [Vaughan.Pat@epa.gov]  
**Sent:** 6/9/2017 1:18:07 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** VERA/VSIP - Volunteer question

Debbi,

I don't know if you can answer this or not. Can an employee accept the VERA/VSIP and then come back to work as a volunteer with no pay (for example in our Science Emeritus program)?

Pat Vaughan  
Director, Human Resources Division  
ORD/Office of Administrative and Research Support  
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

---

**From:** Vaughan, Pat [Vaughan.Pat@epa.gov]  
**Sent:** 6/8/2017 2:33:23 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** 30 Day Rule Questions

Debbi,

We had a large number of employees in one of our Labs reassigned effective 5/28 as the result of a reorg that had been on hold during the freeze. I want to be clear of their status based on this "30 day" rule for how long a person has to be in their permanent position prior to a VERA/VSIP.

# Ex. 5 - Deliberative Process

Pat Vaughan  
Director, Human Resources Division  
ORD/Office of Administrative and Research Support  
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 6/16/2017 12:22:34 PM  
**To:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**CC:** Vaughan, Pat [Vaughan.Pat@epa.gov]  
**Subject:** Re: ORD VERA/VSIP Revised Charts

There should be no SES positions.

Sent from my iPhone

On Jun 16, 2017, at 8:18 AM, Kuhns, Jason <Kuhns.Jason@epa.gov> wrote:

Pat,

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Thursday, June 15, 2017 5:25 PM  
**To:** Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: ORD VERA/VSIP Revised Charts

And here it is! Somehow you were missed on distribution. Debbi

---

**From:** Vaughan, Pat  
**Sent:** Thursday, June 15, 2017 5:23 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>  
**Subject:** ORD VERA/VSIP Revised Charts

Debbi/Loretta,

Attached are ORD's revised charts.

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

I appreciate your patience as we made these changes. I know you are all swamped trying to get this completed. Please let me know if you have any questions.

Pat Vaughan  
Director, Human Resources Division  
ORD/Office of Administrative and Research Support  
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

<Copy of Targeted Positions Template\_2017-06-15.xlsx>

Message

---

**From:** Terris, Carol [Terris.Carol@epa.gov]  
**Sent:** 7/6/2017 9:19:57 PM  
**To:** Barringer, Jody M. EOP/OMB [Jody\_M.\_Barringer@omb.eop.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: Follow up from VERA/VSIP meeting on OCFO

Adding in response to question 2-below - sorry it dropped off somehow

---

**From:** Terris, Carol  
**Sent:** Thursday, July 06, 2017 5:11 PM  
**To:** 'Barringer, Jody M. EOP/OMB' <Jody\_M.\_Barringer@omb.eop.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Follow up from VERA/VSIP meeting on OCFO

Hi Jody,  
here is the response to your questions about OCFO's V/V package  
Thanks

1. **Ex. 5 - Deliberative Process**

Response:

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

2. **Ex. 5 - Deliberative Process**

Response:

**Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

**From:** Barringer, Jody M. EOP/OMB [mailto:[Jody\\_M.\\_Barringer@omb.eop.gov](mailto:Jody_M._Barringer@omb.eop.gov)]

**Sent:** Wednesday, June 28, 2017 3:10 PM

**To:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>

**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** Follow up from VERA/VSIP meeting on OCFO

Hi Carol,

As we discussed in the VERA/VSIP meeting, I have a couple of questions related to OCFO's structure that aren't necessary to clear the VERA/VSIP package but would be useful for me to understand as the OCFO examiner. Can you provide me with a response to the following questions:

## Ex. 5 - Deliberative Process

Let me know if you need any clarification.

Thanks,  
Jody

Jody M. Barringer  
Program Examiner  
Environment Branch  
Office of Management & Budget  
(202) 395-5852

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/7/2017 8:38:54 PM  
**To:** Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Stevens, Robert [Stevens.Robert@epa.gov]  
**Subject:** RE: Questions Regarding V/V Notices

Alfredo-

I just told another office that the communications could be sent on behalf of the AA as they had a similar situation, so I don't see a problem with what you are suggesting. Have a good weekend! Debbi

---

**From:** Torrez, Alfredo  
**Sent:** Friday, July 07, 2017 4:24 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Stevens, Robert <Stevens.Robert@epa.gov>  
**Subject:** Questions Regarding V/V Notices

We have a situation where both our AA and DAA are going to be out next Monday and Tuesday.

- 1) Do the V/V notices going out Monday (or scheduled to out Monday) have to be signed by the AA or DAA, or can they be signed by someone acting for them?
- 2) Do the notices need to be sent from their email boxes or can they be sent out for them by their schedulers?

Alfredo Torrez, Associate Director and  
OW Program Management Official  
Management and Operations Staff  
Office of Water, Office of the Assistant Administrator  
U.S. Environmental Protection Agency  
Room 3311C WJC East (4101M)  
Phone: (202) 564-6621 Mobile: Ex. 6 - Personal Privacy  
Fax: (202) 564-0500  
Email: [torrez.alfredo@epa.gov](mailto:torrez.alfredo@epa.gov)

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/6/2017 4:54:03 PM  
**To:** Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Arron Helm [Helm.Arron@epa.gov]  
**Subject:** RE: Draft V/V Communications

Notifications to folks in targeted positions would go out on July 12. What options can you offer?

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Bonner, Jerome  
**Sent:** Thursday, July 06, 2017 12:52 PM  
**To:** Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>  
**Subject:** RE: Draft V/V Communications

I agree; this is a significant change.

**Jerome W. Bonner**  
**Environmental Protection Agency**  
**Office of Administration and Resources Management - Cincinnati**  
**Director, Human Resources**  
**Cincinnati Human Resources Shared Service Center**  
**Tel: 513-569-7950**  
**Mobile:** Ex. 6 - Personal Privacy

**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."



**From:** Taylor, Jeremy

**Sent:** Thursday, July 06, 2017 12:48 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>

**Subject:** RE: Draft V/V Communications

Hello Loretta,

This seems like a total change of course in a way that we were not prepared for. We were not anticipating following up with letters to the specific individuals and have done no preparation to identify those individuals. If this is correct I am very concerned because I don't even know that we could with confidence identify all of the specific people in the next couple of days.

Jeremy A. Taylor  
OARM-RTP-HRMD  
Director  
919-541-0537



**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**From:** Hunt, Loretta

**Sent:** Thursday, July 06, 2017 12:42 PM

**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>

**Subject:** RE: Draft V/V Communications

**Importance:** High

SSC Directors/Hitch,

The communication documents have been updated based on feedback from Donna and John. I need the SSCs/ERD/LERD to comment and provide missing information ASAP. The goal is to send these templates to programs and regions this evening.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch

Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta

**Sent:** Wednesday, July 05, 2017 5:52 PM

**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>

**Subject:** Draft V/V Communications

**Importance:** High

SSC Directors/Hitch,

Please see the draft employee communication. We tweaked the previous notification Liz forwarded. Please review and edit as necessary. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/26/2017 6:01:10 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]  
**CC:** Lindsay, Nancy [Lindsay.Nancy@epa.gov]  
**Subject:** R10 V/V submittal

FYI- Nancy may send and updated package on Tuesday. She will let us know one way or another. Thanks. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/6/2017 5:07:24 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: VERA VSIP Response

The PD number is for internal tracking purposes, we don't need it in the business case. Just describe the functions of the position (along with other required information).

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hitchens, Lynnann  
**Sent:** Tuesday, June 06, 2017 12:39 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: VERA VSIP Response

FYI – we are adding this, since Jerome talked to Loretta, and it's OK?

Lynnann Hitchens  
Acting Director, Office of Resources, Operations and Management  
Office of Administration and Resources Management  
P: 202-564-3184  
M: Ex. 6 - Personal Privacy

---

**From:** Scola, Jennifer  
**Sent:** Thursday, June 01, 2017 3:29 PM  
**To:** Lemley, Lauren <[Lemley.Lauren@epa.gov](mailto:Lemley.Lauren@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Cc:** Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>  
**Subject:** VERA VSIP Response

Hi Lauren,

I am responding on behalf of Rick Carter.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Let me know if you have questions.

Jennifer C. Scola, Chief of Staff  
Office of Administration and Resources Management - Cincinnati  
(w) 513-569-7963  
(c) Ex. 6 - Personal Privacy



Message

---

**From:** Torrez, Alfredo [Torrez.Alfredo@epa.gov]  
**Sent:** 7/7/2017 8:24:07 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Stevens, Robert [Stevens.Robert@epa.gov]  
**Subject:** Questions Regarding V/V Notices

We have a situation where both our AA and DAA are going to be out next Monday and Tuesday.

- 1) Do the V/V notices going out Monday (or scheduled to out Monday) have to be signed by the AA or DAA, or can they be signed by someone acting for them?
- 2) Do the notices need to be sent from their email boxes or can they be sent out for them by their schedulers?

Alfredo Torrez, Associate Director and  
OW Program Management Official  
Management and Operations Staff  
Office of Water, Office of the Assistant Administrator  
U.S. Environmental Protection Agency  
Room 3311C WJC East (4101M)  
Phone: (202) 564-6621 Mobile: Ex. 6 - Personal Privacy  
Fax: (202) 564-0500  
Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/14/2017 9:30:01 PM  
**To:** Mulligan, James S. EOP/OMB [James\_S\_Mulligan@omb.eop.gov]  
**Subject:** FW: EPA V/V business case--

Hey James—do you copy?

---

**From:** Hart, Debbi  
**Sent:** Tuesday, June 13, 2017 12:37 PM  
**To:** 'Mulligan, James S. EOP/OMB' <James\_S\_Mulligan@omb.eop.gov>  
**Subject:** EPA V/V business case--

Hello James-

Per my v-mail, we are planning to send over our Agency-level package informally at the end of the week. When you have a few minutes can you please contact me so I can walk you through how it's shaping up? I'd also like to confirm who to send it to at OMB. Thank you! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/7/2017 2:41:56 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Latest V/V schedule

Thanks for being a star! Hope you slept last night. No word from OPM or OMB. Can't even confirm receipt.

---

**From:** Hunt, Loretta  
**Sent:** Friday, July 07, 2017 10:03 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Re: Latest V/V schedule

Yep. Still technically 7/6

Sent from my iPhone

On Jul 7, 2017, at 8:42 AM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

LOL—late night. I assume you forgot then remembered?

---

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 11:12 PM  
**To:** OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Subject:** Latest V/V schedule

HR Community,

FYI

Sent from my iPhone



Message

---

**From:** Vaughan, Pat [Vaughan.Pat@epa.gov]  
**Sent:** 6/6/2017 4:53:18 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]  
**Subject:** RE: Ex. 5 - Deliberative Process

Loretta,

Thanks. After more thought on this, Ex. 5 - Deliberative Process is not the right way to go with these. I will give Hitch a call to discuss other options.

Pat Vaughan  
Director, Human Resources Division  
ORD/Office of Administrative and Research Support  
919-541-4912

Ex. 6 - Personal Privacy (Cell)

<https://intranet.ord.epa.gov/oars/home>

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 10:21 AM  
**To:** Vaughan, Pat <Vaughan.Pat@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>  
**Subject:** RE: Ex. 5 - Deliberative Process

Pat,

## Ex. 5 - Deliberative Process

I highly recommend you discuss this with Hitch Peabody in ERD.

## Ex. 5 - Deliberative Process

Let me know if you have any questions or concerns.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vaughan, Pat  
**Sent:** Tuesday, June 06, 2017 8:28 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: Ex. 5 - Deliberative Process

Debbi,

# Ex. 5 - Deliberative Process

Pat Vaughan  
Director, Human Resources Division  
ORD/Office of Administrative and Research Support  
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

---

**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 7/7/2017 8:17:03 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Great news!

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) **Ex. 6 - Personal Privacy**

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 4:16 PM  
**To:** Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

I just heard from Andrea that our responses are solid. She said we earned the gold star award (I think you earned that one Janet!) She is talking with her BC and we can expect a reply to all message of their concurrence soon (will include OPM folks too). Woo hoo! And OPM says if we have that, they can move forward today (if I can raise anyone at OPM... the next hurdle).

Thanks again for your help on this! ☺

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Terris, Carol  
**Sent:** Friday, July 07, 2017 3:39 PM  
**To:** Remmers, Janet <Remmers.Janet@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Thank you Janet for taking care of this!

**Ex. 5 - Deliberative Process**

get for this stage

I think your calculations are just as accurate as we can

---

**From:** Remmers, Janet  
**Sent:** Friday, July 07, 2017 3:32 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

## Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.  
RPROS  
Office of Budget/OCFO  
Mail code: 2732A  
office: 202-564-0548  
aws: 301-593-7870

---

**From:** Remmers, Janet  
**Sent:** Friday, July 07, 2017 3:05 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Debbi

## Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.  
RPROS  
Office of Budget/OCFO  
Mail code: 2732A  
office: 202-564-0548  
aws: 301-593-7870

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 12:39 PM  
**To:** Remmers, Janet <[Remmers.Janet@epa.gov](mailto:Remmers.Janet@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

Janet—as discussed. Let me know how your conversation goes when you get a minute. THANKS AGAIN!

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 9:11 AM  
**To:** Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Elizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Arron Helm <Helm.Arron@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>  
**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.) Arron please note that Loretta made minor tweaks to targeted positions chart so the attached version is slightly different than the one I sent yesterday. I will let you know what I hear from OPM and OMB--fingers crossed for quick final approval! Let me know if there are questions. Thank you! Debbi

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 8:52 AM  
**To:** Snowden, Gregory A <Gregory.Snowden@opm.gov>; Mahoney, Michael J <Mike.Mahoney@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Mulligan, James S. Ex. 6 - Personal Privacy 'Grossman, Andrea L.  
Ex. 6 - Personal Privacy  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>  
**Subject:** EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/8/2017 8:32:25 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: How to organize the V/V information

K—just spoke with OPM (Holden, Mahoney and Snowden) and described our submission. When I mentioned we would be using

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

**From:** Parker, Gary  
**Sent:** Thursday, June 08, 2017 4:10 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: How to organize the V/V information

Ex. 5 - Deliberative Process

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

**From:** Hart, Debbi  
**Sent:** Thursday, June 08, 2017 1:19 PM  
**To:** Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** FW: How to organize the V/V information  
**Importance:** High

As discussed.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
hart.debbi@epa.gov

\*\*\*\*\*

**From:** Hart, Debbi  
**Sent:** Wednesday, June 07, 2017 12:59 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** FW: How to organize the V/V information  
**Importance:** High

# Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process | Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 6:41 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: How to organize the V/V information

## REMINDER

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 6:55 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** How to organize the V/V information  
**Importance:** High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

- 1.
2. **Ex. 5 - Deliberative Process**
3. Org Charts (one me?)

# Ex. 5 - Deliberative Process

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

---

**From:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Sent:** 7/14/2017 4:58:21 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: A new VERA-VSIP application has been submitted from OARM.

-----Original Message-----

From: 2017\_VERA-VSIP@epa.gov [mailto:2017\_VERA-VSIP@epa.gov]  
Sent: Thursday, July 13, 2017 5:27 PM  
To: Jablonski, Janice <jablonski.janice@epa.gov>  
Subject: A new VERA-VSIP application has been submitted from OARM.

A new VERA-VSIP application has been submitted from OARM.

Applicant Name: Ex. 6 - Personal Privacy  
Office: OARM - OHR  
Duty Station: Washington, DC  
Separation Type: (1) Optional Voluntary Retirement with VSIP

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/7/2017 2:32:55 PM  
**To:** Grossman, Andrea L. [Ex. 6 - Personal Privacy]  
**CC:** Mulligan, James S. [Ex. 6 - Personal Privacy] Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA Final VERA/VSIP Request--email 3 of 3

Hello Andrea-

Happy Friday! Per my v-mail, please let me know that you are in receipt of all three pieces of our package and if you need anything from us at this point. Thanks! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart\\_debbi@epa.gov](mailto:hart_debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 8:57 AM  
**To:** 'Snowden, Gregory A' <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; 'Mahoney, Michael J' <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; 'Coleman, Darrell E' <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; 'Thornton, Cathryn' <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; 'Butler, Monica' <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; 'Mulligan, James S.' [Ex. 6 - Personal Privacy] Grossman, Andrea L. [Ex. 6 - Personal Privacy]  
**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Loretta Hunt <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** EPA Final VERA/VSIP Request--email 3 of 3

EPA's final targeted positions chart. I will contact you to ensure receipt of all three pieces. Debbi

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 8:54 AM  
**To:** 'Snowden, Gregory A' <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; 'Mahoney, Michael J' <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; 'Coleman, Darrell E' <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; 'Thornton, Cathryn' <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; 'Butler, Monica' <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; 'Mulligan, James S. EOP/OMB' <[James\\_S\\_Mulligan@omb.eop.gov](mailto:James_S_Mulligan@omb.eop.gov)>; 'Grossman, Andrea L. EOP/OMB' <[Andrea\\_L\\_Grossman@omb.eop.gov](mailto:Andrea_L_Grossman@omb.eop.gov)>  
**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Loretta Hunt <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** EPA Final VERA/VSIP Request--email 2 of 3

EPA's final business case (attached). DH

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 8:52 AM  
**To:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Coleman,

Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica  
<Monica.Butler@opm.gov>; Mulligan, James S. [Ex. 6 - Personal Privacy] Grossman, Andrea L.

**Ex. 6 - Personal Privacy**

**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda  
<gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Loretta  
Hunt <Hunt.Loretta@epa.gov>

**Subject:** EPA Final VERA/VSIP Request--email 1 of 3

**Importance:** High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

**From:** Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]  
**Sent:** 7/11/2017 7:19:33 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** McManus, Catharine [mcmanus.catharine@epa.gov]  
**Subject:** FW: Revised VERA/VSIP Schedule!!!!!!!!!!  
**Attachments:** SSC Schedule V-V 7-10-17 .docx

**Importance:** High

Marv/Debbi,

We have heard from our ARA, Diana Esher, that the notification date may have been moved to 7/12 instead of 7/13? Is this correct?

Eileen

Eileen Burrows  
Deputy Human Resources Officer  
EPA Region 3, Human Resources Management Branch, OP&M (3PM40)  
Phone: (215) 814-5327  
burrows.eileen@epa.gov

**From:** Hunt, Loretta  
**Sent:** Monday, July 10, 2017 5:58 PM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>  
**Subject:** Revised VERA/VSIP Schedule!!!!!!!!!!  
**Importance:** High

HR Community,

The agency has received approval for VERA and VSIP. However, we have to shift the dates as follows:

Notify unions of approval	✓ 7/10/17
Agreement with unions	7/12/17
AAs/RAs send general notification and notice to employees in targeted positions	7/13/17
VERA/VSIP Application Window Open	7/13/17-7/26/17

As you can see, the V/V window will now open 7/13/17 and the notices (general and targeted) should be sent the morning of 7/13/17.

The updated schedule is attached. If you have any questions, please contact me or:

- Debbi Hart at [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov) or (202) 564-2011
- Marvin Schulman at [schulman.marvin@epa.gov](mailto:schulman.marvin@epa.gov) or (202) 564-7778

Thanks.

Loretta L. Hunt

Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/27/2017 1:30:27 PM  
**To:** Bonner, Jerome [Bonner.Jerome@epa.gov]  
**CC:** Mairose, Sue [Mairose.Sue@epa.gov]  
**Subject:** RE: VERA/VSIP Overview Training

Sounds great- thanks. Good to see you! Debbi

---

**From:** Bonner, Jerome  
**Sent:** Friday, June 23, 2017 10:49 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Mairose, Sue <Mairose.Sue@epa.gov>  
**Subject:** Re: VERA/VSIP Overview Training

Hi Debbi

We may have some Region or AAship specific V/V training sessions, but the communication will be developed by the AAship or Region. We can send you all that we receive.

Thanks  
JB  
Sent from my iPhone

On Jun 23, 2017, at 09:50, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

<image001.gif>

Hello Jerome—good to see you yesterday. Ex. 5 - Deliberative Process Will there be more (and if so can you please copy me when you send out)? Thanks in advance. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Jablonski, Janice  
**Sent:** Friday, June 23, 2017 8:01 AM  
**To:** OARM-ALL <[OARMALL@epa.gov](mailto:OARMALL@epa.gov)>  
**Subject:** FW: VERA/VSIP Overview Training

Please see the information below and attached regarding information sessions on VERA/VSIP. I hope everyone will be able to attend one of these sessions.

Jan Jablonski, Director  
Administrative Operations and Stewardship Division

Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A  
Room 3353A WJCN  
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

---

**From:** Bonner, Jerome

**Sent:** Friday, June 23, 2017 7:57 AM

**To:** Milton, Laura <Milton.Laura@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>

**Cc:** Badalamente, Mark <Badalamente.Mark@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Mick, David <Mick.David@epa.gov>

**Subject:** VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

**Teleconference Information:**

- Conference Call: Ex. 6 - Personal Privacy
- Access Code: Ex. 6 - Personal Privacy

**Adobe Connect Information:**

**URL is:** <http://epawebconferencing.acms.com/cinbenefits/>

- **Please sign in as: Guest**

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at [mairose.sue@epa.gov](mailto:mairose.sue@epa.gov)

after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

**Jerome W. Bonner**  
**Environmental Protection Agency**  
**Office of Administration and Resources Management - Cincinnati**  
**Director, Human Resources**  
**Cincinnati Human Resources Shared Service Center**  
**Tel: 513-569-7950**  
**Mobile:** Ex. 6 - Personal Privacy

**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

<VV Webinar Flyer 2017.docx>



Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/15/2017 10:04:05 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Revised V/V Schedule

We need to update fully and get to SSCs

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Parker, Gary  
**Sent:** Wednesday, June 14, 2017 4:25 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Revised V/V Schedule

Debbi,

Here are changes to the schedule based upon our conversation with Donna and all.

R,  
Gary

Message

---

**From:** Terris, Carol [Terris.Carol@epa.gov]  
**Sent:** 7/6/2017 9:10:51 PM  
**To:** Barringer, Jody M. EOP/OMB [Jody\_M.\_Barringer@omb.eop.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Follow up from VERA/VSIP meeting on OCFO

Hi Jody,  
here is the response to your questions about OCFO's V/V package  
Thanks

1. **Ex. 5 - Deliberative Process**

Response:

## **Ex. 5 - Deliberative Process**

- 
- **Ex. 5 - Deliberative Process**
- 
- 

2. **Ex. 5 - Deliberative Process**

---

**From:** Barringer, Jody M. EOP/OMB [mailto:Jody\_M.\_Barringer@omb.eop.gov]  
**Sent:** Wednesday, June 28, 2017 3:10 PM  
**To:** Terris, Carol <Terris.Carol@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Follow up from VERA/VSIP meeting on OCFO

Hi Carol,

As we discussed in the VERA/VSIP meeting, I have a couple of questions related to OCFO's structure that aren't necessary to clear the VERA/VSIP package but would be useful for me to understand as the OCFO examiner. Can you provide me with a response to the following questions:

- **Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

Let me know if you need any clarification.

Thanks,  
Jody

**Jody M. Barringer**  
Program Examiner  
Environment Branch  
Office of Management & Budget  
(202) 395-5852

Message

---

**From:** Braxton, Marilyn [Braxton.Marilyn@epa.gov]  
**Sent:** 7/3/2017 7:13:39 PM  
**To:** Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]  
**CC:** Maher, Karen [Maher.Karen@epa.gov]; Gutshall, Renee [Gutshall.Renee@epa.gov]; Standifer, Juanita [Standifer.Juanita@epa.gov]; Fine, Steven [fine.steven@epa.gov]; Simon, Harvey [Simon.Harvey@epa.gov]  
**Subject:** OEI Updated VERA VSIP Budget Information  
**Attachments:** Updated V-V 2017 Budget Information\_7-3-2017.docx

Good afternoon,

I apologize for the delay in getting you this information. I have attached OEI's updated VERA-VSIP budget information. If you have any questions, please feel free to contact me.

Regards,  
Marilyn Braxton, OEI PMO  
202-564-8192

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/26/2017 4:48:48 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: Workforce Reshaping follow up  
**Attachments:** VERA-VSIP OrgChart.v2.pptx

---

**From:** Lattimore, Kraig  
**Sent:** Friday, May 26, 2017 12:11 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Workforce Reshaping follow up

Hi Debbi,

See attached organizational chart.

---

**From:** Hart, Debbi  
**Sent:** Friday, May 26, 2017 10:47 AM  
**To:** Lattimore, Kraig <lattimore.kraig@epa.gov>  
**Subject:** RE: Workforce Reshaping follow up

Hello Kraig-

Can you please send over OGC's current org chart (in PowerPoint if possible). Thanks in advance and please let me know if we need to talk about anything.

I wish you a fantastic holiday weekend! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Lattimore, Kraig  
**Sent:** Wednesday, May 17, 2017 1:56 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>  
**Subject:** Workforce Reshaping follow up

Hi Debbi,

Please see OGC's targeted numbers on the attached spreadsheets. Let me know if you need any additional information. Thanks.

Kraig E. Lattimore  
Director, Resource Management Office  
Office of General Counsel  
U.S. Environmental Protection Agency  
202-564-1757

Message

---

**From:** Mairose, Sue [Mairose.Sue@epa.gov]  
**Sent:** 6/8/2017 8:31:18 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: VERA/VSIP FAQs

Hi Debbi,

You are not driving me crazy at all. I appreciate you sharing the FAQ sheet with me. I also have a copy of this exact FAQ from our VERA stuff from 2014.

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

I hope that makes sense.

## Ex. 5 - Deliberative Process

<http://intranet.epa.gov/policy/buyouts/pdfs/vera-vsip-faqs.pdf>

I would be more than happy to review anything that you have for review and I will be glad to share anything additional if I come across something in my 2014 archives that may be beneficial. I believe that Liz already shared some of the templates from 2014 that she had.

Thanks Debbi.

*Sue*

Sue Mairose  
Branch Chief, Employee Benefits  
Environmental Protection Agency  
Cincinnati HR Shared Service Center  
26 W. Martin Luther King Dr.  
Benefits Branch MS N-136  
Cincinnati, OH 45268  
513-569-7951  
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN\_HRSSC\_Benefits\_Central@epa.gov

---

**From:** Hart, Debbi  
**Sent:** Thursday, June 08, 2017 2:06 PM  
**To:** Mairose, Sue <Mairose.Sue@epa.gov>  
**Subject:** FW: VERA/VSIP FAQs

Not trying to drive you crazy but here's a version of FAQs from Liz—it may be the same version you're working from but I'm not sure. { **Ex. 5 - Deliberative Process** }

Hang in! LOL

---

**From:** Engebretson, Lizabeth  
**Sent:** Wednesday, May 10, 2017 11:27 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: VERA/VSIP FAQs

Debbi,

I heard your message ...

**Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

I am looking for the substantive PD change guidance as well.

Regards,  
Liz

---

**From:** Johnson, Sheron  
**Sent:** Thursday, January 02, 2014 7:21 AM  
**To:** Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>  
**Subject:** FW: VERA/VSIP FAQs

*Sheron E. Johnson*

Director, Human Resources Management Division-Las Vegas, OARM-CI  
Environmental Protection Agency  
4220 S. Maryland Parkway, Bldg A, Suite 100  
Las Vegas, NV 89119-7528  
(702) 798-2413 (w)  
(702) 798-2416 (f)

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

---

**From:** Helm, Arron  
**Sent:** Thursday, January 02, 2014 5:15 AM  
**To:** Roberts, Suzanne; Ciccarello, Nancy; Johnson, Sheron  
**Cc:** Davis, Cathy  
**Subject:** VERA/VSIP FAQs

## **Ex. 5 - Deliberative Process**

These are updated from the last one we did for the Administrator's Office. Please let me know if you are comfortable with these or if you have any suggestions/edits etc.

Thanks.

Arron E. Helm  
Deputy Director  
Human Resources Management Division  
Office of Administration and Resources Management-RTP  
(919) 541-4252



OARM RTP

SERVE. SOLVE. COLLABORATE.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/15/2017 10:02:49 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**CC:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Subject:** RE: V/V Slides for Leadership

Thanks—I want to see about a few minor tweaks in morning.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Parker, Gary  
**Sent:** Thursday, June 15, 2017 11:51 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** V/V Slides for Leadership

Debbi,

Here are the revised slides after Donna's comments. Jason provided a better graphic for the occupations compared to the pie chart I had (upper left quadrant). Easier to analyze with the bar graph and notes under it.

R,  
Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) **Ex. 6 - Personal Privacy**

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/7/2017 8:02:33 PM  
**To:** Grossman, Andrea L. EOP/OMB [Andrea\_L\_Grossman@omb.eop.gov]  
**Subject:** RE: EPA' V/V Request

Merci! (Or should it be mercy?! ) LOL

---

**From:** Grossman, Andrea L. EOP/OMB [mailto:Andrea\_L\_Grossman@omb.eop.gov]  
**Sent:** Friday, July 07, 2017 3:59 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: EPA' V/V Request

Going through it now with haste- be in touch shortly.

-Andrea

---

**From:** Hart, Debbi [mailto:Hart.Debbi@epa.gov]  
**Sent:** Friday, July 7, 2017 3:50 PM  
**To:** Grossman, Andrea L. EOP/OMB <Andrea\_L\_Grossman@omb.eop.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** RE: EPA' V/V Request  
**Importance:** High

Andrea-

Just submitted our responses and updates for your review. At 3:32 I received this from Mike Mahoney at OPM regarding approval:

If it comes back from OMB today we can try. I haven't heard they've finished their review/concurred

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Grossman, Andrea L. EOP/OMB [mailto:Andrea\_L\_Grossman@omb.eop.gov]  
**Sent:** Friday, July 07, 2017 3:38 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: EPA' V/V Request

Okay, great.

I've reached out to OPM to get some clarity on this, since we haven't received anything from them indicating they are done with their review.

If any of my questions on those data issues are confusing, or it's unclear how exactly to incorporate them, please feel free to reach out.

Andrea Grossman  
Program Examiner, OMB Environment Branch  
202-395-4756

---

**From:** Showman, John [<mailto:Showman.John@epa.gov>]  
**Sent:** Friday, July 7, 2017 3:08 PM  
**To:** Grossman, Andrea L. EOP/OMB <[Andrea.L.Grossman@omb.eop.gov](mailto:Andrea.L.Grossman@omb.eop.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: EPA' V/V Request

Below is what we received from OPM yesterday which led us to submit the final signed package to them this morning. I know Debbi and Carol's staff are working on your request

**From:** Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]  
**Sent:** Thursday, July 06, 2017 5:02 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>  
**Subject:** EPA Draft VERA/VSIP Request - theme chart for restructured positions  
**Importance:** High

Loretta,

Thanks for the feedback during our recent phone conversation.

**Ex. 5 - Deliberative Process**

Gregory Snowden  
OPM

---

**From:** Grossman, Andrea L. EOP/OMB [<mailto:Andrea.L.Grossman@omb.eop.gov>]  
**Sent:** Friday, July 07, 2017 2:56 PM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hickey, Mike J. EOP/OMB <[Michael.Hickey@omb.eop.gov](mailto:Michael.Hickey@omb.eop.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: EPA' V/V Request

John,

Have you been told by OPM that they are prepared for final approval? We have not heard that from them yet.

**Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process** I'm also available to help talk through how to quickly incorporate these changes if needed to accommodate your timeframe.

Andrea Grossman  
Program Examiner, OMB Environment Branch  
202-395-4756

---

**From:** Showman, John [<mailto:Showman.John@epa.gov>]  
**Sent:** Friday, July 7, 2017 2:48 PM  
**To:** Hickey, Mike J. EOP/OMB <[Michael\\_Hickey@omb.eop.gov](mailto:Michael_Hickey@omb.eop.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Grossman, Andrea L. EOP/OMB <[Andrea\\_L\\_Grossman@omb.eop.gov](mailto:Andrea_L_Grossman@omb.eop.gov)>  
**Subject:** RE: EPA' V/V Request

We were told they weren't show stopper comments and we could get to them when we could. **Ex. 5 - Deliberative Process**

---

**Ex. 5 - Deliberative Process**

---

**From:** Hickey, Mike J. EOP/OMB [[mailto:Michael\\_Hickey@omb.eop.gov](mailto:Michael_Hickey@omb.eop.gov)]  
**Sent:** Friday, July 07, 2017 2:41 PM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Grossman, Andrea L. EOP/OMB <[Andrea\\_L\\_Grossman@omb.eop.gov](mailto:Andrea_L_Grossman@omb.eop.gov)>  
**Subject:** RE: EPA' V/V Request

---

Hi John, **Ex. 5 - Deliberative Process**

---

**Ex. 5 - Deliberative Process**

---

**Ex. 5 - Deliberative Process** possibly later this afternoon or Monday depending upon when we get a update.

---

**From:** Showman, John [<mailto:Showman.John@epa.gov>]  
**Sent:** Friday, July 7, 2017 2:29 PM  
**To:** Hickey, Mike J. EOP/OMB <[Michael\\_Hickey@omb.eop.gov](mailto:Michael_Hickey@omb.eop.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>  
**Subject:** EPA' V/V Request

Mike —

**Ex. 5 - Deliberative Process**

# **Ex. 5 - Deliberative Process**

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

**From:** Parker, Gary [parker.gary@epa.gov]  
**Sent:** 6/8/2017 8:10:00 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: How to organize the V/V information

It would be best to use **Ex. 5 - Deliberative Process**

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) **Ex. 6 - Personal Privacy**

**From:** Hart, Debbi  
**Sent:** Thursday, June 08, 2017 1:19 PM  
**To:** Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** FW: How to organize the V/V information  
**Importance:** High

As discussed, **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hart, Debbi  
**Sent:** Wednesday, June 07, 2017 12:59 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** FW: How to organize the V/V information  
**Importance:** High

Per discussion, **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process** Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA

202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 6:41 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: How to organize the V/V information

## REMINDER

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 6:55 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** How to organize the V/V information  
**Importance:** High

Debbi,

I think we should complete OPM's VERA and VSIP forms and then attach:

- 1.
2. **Ex. 5 - Deliberative Process**
- 3.

# Ex. 5 - Deliberative Process

Let me know what you think.

OPM forms and draft business case document attached.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/14/2017 9:27:23 PM  
**To:** Mahoney, Michael J [Mike.Mahoney@opm.gov]; Snowden, Gregory A [Gregory.Snowden@opm.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** A few MORE quick questions about EPA's upcoming V/V submittal

**Importance:** High

Mike and Gregory-

FYI--We are still on track to deliver our submittal to you and OMB by the end of the week. And now we have a few more questions.

1.  
  
2.  
  
3.

## Ex. 5 - Deliberative Process

Feel free to call me if it's easier to discuss your response and many thanks in advance! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]  
**Sent:** Thursday, June 08, 2017 3:15 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>  
**Subject:** Re: A few quick questions about EPA's upcoming V/V submittal

We can do a quick mtg at 4 today

Will that work?

Sent from my iPhone

On Jun 8, 2017, at 3:05 PM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Hey Mike!

Hope you guys are you're hanging in there—we are trying! Per my v-mail message, I wanted to ask you a few questions re: our informal submittal. I'd like to mostly lay out how our package is coming together. Do you have a few minutes to discuss with me? Thanks in advance. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**To:** Mahoney, Michael J[Mike.Mahoney@opm.gov]  
**Bcc:** Loretta Hunt[Hunt.Loretta@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Thur 7/6/2017 4:51:21 PM  
**Subject:** FW: Checking in on EPA's restructured positions--

Hey Mike—I'm checking in again. Just wondering where you guys are in your process. We have a 1:30 meeting with our HR community and would like to give them a status. Sorry to be the nag... Debbi

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Wednesday, July 05, 2017 3:19 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: Checking in on EPA's restructured positions--

I think you'll be okay...

My folks are out today but we'll regroup and I'll reach out to you tomorrow

**From:** Hart, Debbi [<mailto:Hart.Debbi@epa.gov>]  
**Sent:** Wednesday, July 05, 2017 1:38 PM  
**To:** Mahoney, Michael J  
**Subject:** Checking in on EPA's restructured positions--  
**Importance:** High

Checking in Mike—

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

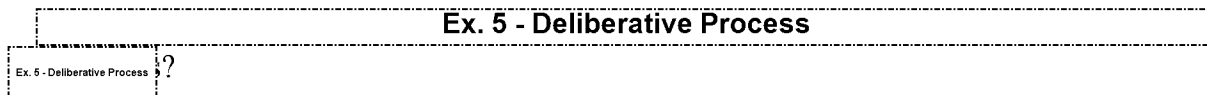
\*\*\*\*\*

**From:** Hart, Debbi  
**Sent:** Wednesday, July 05, 2017 10:09 AM  
**To:** 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>  
**Subject:** FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft  
**Ex. 5 - Deliberative Process** 6-29-2017  
**Importance:** High

Hey Mike-

Please see the info and chart below **Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process



1. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**
2. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**
3. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**
4. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**

**EPA**

Theme

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

**From:** Hart, Debbi

**Sent:** Monday, July 03, 2017 9:37 AM

**To:** Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>

**Subject:** Re: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft

Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process**

Thanks Mike -

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Debbi

Sent from my iPhone

On Jun 30, 2017, at 11:05 PM, Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)> wrote:

Hey Debbi,

I've been pondering this dilemma all evening after we talked.

Of the info we asked for:

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

I'm thinking out loud to some extent, but I'm wracking my brain to come up with something that will ease the burden on EPA and help further expedite the request

-mike

Sent from my iPad

On Jun 30, 2017, at 4:17 PM, "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Thanks. Can we please talk?

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Friday, June 30, 2017 3:15 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft **Ex. 5 - Deliberative Process** -- 6-29-2017

Hi Debbie,

We will need a tad more info: **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

For example: **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Hope this helps (can talk if need be, let me know)

-mike

**From:** Hart, Debbi [mailto:[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)]

**Sent:** Friday, June 30, 2017 3:05 PM

**To:** Mahoney, Michael J

**Subject:** FW: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft

**Ex. 5 - Deliberative Process** -- 6-29-2017

**Importance:** High

Mike **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

2.

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Based on our conversation yesterday,

Ex. 5 - Deliberative Process

I'm available today and Monday to discuss.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks Mike. Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]

**Sent:** Friday, June 30, 2017 2:48 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Mahoney, Michael J  
<[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>

**Subject:** RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to  
Draft **Ex. 5 - Deliberative Process** -- 6-29-2017

Good afternoon Loretta,

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process



## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Thank you for your assistance in this request.

Gregory Snowden

OPM

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]

**Sent:** Thursday, June 29, 2017 9:14 PM

**To:** Snowden, Gregory A; Mahoney, Michael J

**Cc:** Hart, Debbi

**Subject:** RE: EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft

**Ex. 5 - Deliberative Process** -- 6-29-2017

**Importance:** High

Greg/Mike,

Based on our discussion,

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

For example:

## **Ex. 5 - Deliberative Process**

- **Ex. 5 - Deliberative Process**

- 

**Ex. 5 - Deliberative Process**

- 

**Ex. 5 - Deliberative Process**

- 

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

I will provide responses to the other comments

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Let me know what you think. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Snowden, Gregory A [<mailto:Gregory.Snowden@opm.gov>]  
**Sent:** Thursday, June 29, 2017 1:46 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Draft VERA/VSIP Request Email 2 of 3 - OPM's Responses to Draft  
**Ex. 5 - Deliberative Process** - 6-29-2017

Good afternoon Loretta,

## Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process**

Thank you.

Gregory Snowden

OPM

**From:** Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]  
**Sent:** Friday, June 16, 2017 7:13 PM  
**To:** Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB  
**Cc:** Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary  
**Subject:** Re: EPA Draft VERA/VSIP Request Email 2 of 3

## Ex. 5 - Deliberative Process

---

**From:** Hunt, Loretta  
**Sent:** Friday, June 16, 2017 6:55 PM  
**To:** Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB  
**Cc:** Vizian, Donna; Showman, John; Gray, Linda; Carpenter, Wesley; Hart, Debbi; Parker, Gary  
**Subject:** EPA Draft VERA/VSIP Request Email 1 of 3

The U.S. Environmental Protection Agency is submitting a draft VERA/VSIP request to OPM and OMB for review and comment. The agency is submitting one overall request but specific details are included for each program and regional office since the needs of each organization varies. The agency is submitting the following documentation:

- 1.
- 2.
3. **Ex. 5 - Deliberative Process**
- 4.
- 5.
- 6.

We will send three emails containing the agency's draft request and supporting documentation.

Should you have any questions or concerns about EPA's request, you may contact me at [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov); (202)564-6963 or Debbi Hart at [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov); (202) 564-2011.

Thank you in advance for your assistance with EPA's workforce reshaping efforts.

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/15/2017 9:46:35 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Subject:** RE: V/V Org Charts

Thanks for checking closer—

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks!

**From:** Schulman, Marvin  
**Sent:** Thursday, June 15, 2017 5:04 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** RE: V/V Org Charts  
**Importance:** High

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

**From:** Hunt, Loretta  
**Sent:** Thursday, June 15, 2017 5:02 PM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** V/V Org Charts  
**Importance:** High

Marvin/Detha,

I need you to compile all of the org charts. They should be in the same order as the business cases. This is top priority for tomorrow. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**To:** Parker, Gary[parker.gary@epa.gov]; Loretta Hunt[Hunt.Loretta@epa.gov]; Kuhns, Jason[kuhns.jason@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Fri 5/26/2017 3:25:06 PM  
**Subject:** FW: EPA Workforce Reshaping Information

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

Thanks!

**From:** Hitchens, Lynnann  
**Sent:** Friday, May 26, 2017 10:49 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Debbi

**Ex. 5 - Deliberative Process**

Thanks,

Lynnann

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:26 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Showman, John <Showman.John@epa.gov>

**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

Wanted you to know that I shared this with the ARAs. Let's talk about what you should communicate to them tomorrow. We also need a lead for our package.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; Brincks, Mike <[brincks.mike@epa.gov](mailto:brincks.mike@epa.gov)>; Buhl, Rick <[Buhl.Rick@epa.gov](mailto:Buhl.Rick@epa.gov)>; Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>; Esher, Diana <[Esher.Diana@epa.gov](mailto:Esher.Diana@epa.gov)>; Graves, Kimberly <[graves.kimberly@epa.gov](mailto:graves.kimberly@epa.gov)>; Harmon, Russell <[Harmon.Russell@epa.gov](mailto:Harmon.Russell@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Kenyon, Michael <[Kenyon.Michael@epa.gov](mailto:Kenyon.Michael@epa.gov)>; Lapierre, Kenneth <[lapierre.kenneth@epa.gov](mailto:lapierre.kenneth@epa.gov)>; Lindsay, Nancy <[Lindsay.Nancy@epa.gov](mailto:Lindsay.Nancy@epa.gov)>; Manna, Richard <[Manna.Richard@epa.gov](mailto:Manna.Richard@epa.gov)>; McDonald, James <[McDonald.James@epa.gov](mailto:McDonald.James@epa.gov)>; McIlwain, Serena <[McIlwain.Serena@epa.gov](mailto:McIlwain.Serena@epa.gov)>; Newton, Cheryl <[Newton.Cheryl@epa.gov](mailto:Newton.Cheryl@epa.gov)>; Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>; Tellis, Vickie <[Tellis.Vickie@epa.gov](mailto:Tellis.Vickie@epa.gov)>; Westenberger, Andrea <[Westenberger.Andrea@epa.gov](mailto:Westenberger.Andrea@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message,

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-



# Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. 

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process
2. 

Ex. 5 - Deliberative Process
- 3.

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

## List of Attachments

1. 

Ex. 5 - Deliberative Process
2. 

Ex. 5 - Deliberative Process

3. **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

4. **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

5. **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

6. **Ex. 5 - Deliberative Process**

-

Message

---

**From:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Sent:** 6/8/2017 1:59:54 PM  
**To:** Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Agency Approach to Early Outs and Buyouts – Phase 2

Debbi – are you taking the lead on re-working these or do you want me to?

When are these due?

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233

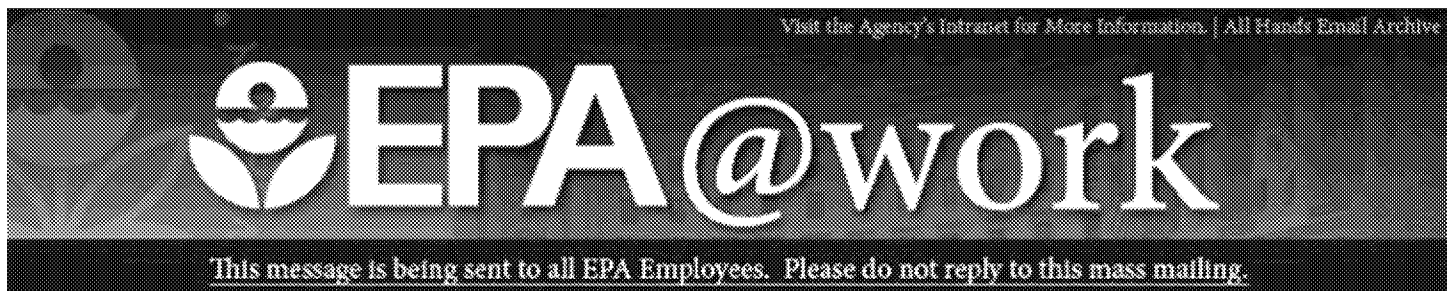


---

**From:** Showman, John  
**Sent:** Thursday, June 08, 2017 8:14 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: Agency Approach to Early Outs and Buyouts – Phase 2  
**Importance:** High

---

**From:** Mass Mailer [mailto:Mass\_Mailer@epa.gov]  
**Sent:** Thursday, October 02, 2014 11:33 AM  
**To:** All EPA Employees <All\_EPA\_Employees@epamail.epa.gov>  
**Subject:** Agency Approach to Early Outs and Buyouts – Phase 2  
**Importance:** High



## **MEMORANDUM**

**SUBJECT:** Agency Approach to Early Outs and Buyouts – Phase 2

**FROM:** Lisa Feldt, Acting Deputy Administrator

**TO:** All EPA Employees

Over the last couple of years, resource constraints have forced us to operate under a series of temporary, agency-wide hiring policies—such as hiring only one person for every two or three who left. These constraints have challenged our ability to attract new talent, build diversity in our staff, and provide all the needed tools to do the job of protecting human health and the environment.

**We can and must make long-term changes to support you and the vital work you do for the American people.**

Earlier this year, the agency decided to offer employees voluntary **early outs** and **buyouts** (VERA/VSIP) to manage the challenges of evolving approaches to work, continuing resource constraints, and the unpredictability of attrition.

We are committed to realigning our workforce to meet changing mission requirements, to modify and update our business processes, and to increase support for employees to get their jobs done through training, recognition, technology, and similar areas.

When we offered Phase 1 VERA/VSIPs, some offices were not ready to begin the process of realigning their workforce. But after careful review of their workforce and mission, nine offices have decided to participate in a Phase 2 VERA/VSIP process.

Participating offices are Region 2, Region 5, OARM, OCSPP, ORD, OW, OSWER, OAR and OITA. We are currently awaiting approval from the Office of Personnel Management and the Office of Management and Budget to offer about 200 VERA/VSIPs, and contingent upon their approval, employee notices will be prepared and VERA/VSIP applicants would be expected to depart the agency no later than January 9, 2015.

To give employees enough time to attend retirement/benefits counseling and prepare themselves to depart the agency, information was sent to all employees in the participating AAs and regional offices informing them of the process and the list of positions being considered.

**As in all VERA/VSIP processes, participation on the part of the employee is completely voluntary.**

At EPA, we are extremely fortunate to have such a talented, devoted and professional staff that works tirelessly to protect public health and the environment. By offering Phase 2 VERA/VSIPs, we are taking one more step to ensure that we have the flexibility and skills to design and build the EPA workforce for the future. Thank you for your continued service to the EPA and the nation.

For more information on EPA's Early Out/Buyout activities, please visit: <http://go.usa.gov/vn9e>

Message

**From:** Davis, Cathy [Davis.Cathy@epa.gov]  
**Sent:** 6/23/2017 5:32:21 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: VERA/VSIP Question

Loretta.

Thanks for responding so quickly.

**Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process

Thanks

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP  
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)  
109 T.W. Alexander Dr.  
RTP, NC 27711  
(919) 541-3533  
(919) 541-2186 fax

OARM-RTP

SERVE. SOLVE. COLLABORATE.



**From:** Hunt, Loretta  
**Sent:** Friday, June 23, 2017 11:22 AM  
**To:** Davis, Cathy <Davis.Cathy@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** Re: VERA/VSIP Question

Cathy,

## Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 23, 2017, at 10:01 AM, Davis, Cathy <Davis.Cathy@epa.gov> wrote:

Good morning Loretta.

## Ex. 5 - Deliberative Process

Thanks

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP  
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)  
109 T.W. Alexander Dr.  
RTP, NC 27711  
(919) 541-3533  
(919) 541-2186 fax

<image003.jpg>

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Thur 7/13/2017 1:00:20 PM  
**Subject:** RE: URGENT: Latest Information on VERA/VSIP Notifications,

**Ex. 5 - Deliberative Process**

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Thursday, July 13, 2017 8:43 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Fwd: URGENT: Latest Information on VERA/VSIP Notifications,

Debbi, **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Should I try?

Sent from my iPhone

Begin forwarded message:

**From:** "Vaughan, Pat" <Vaughan.Pat@epa.gov>  
**Date:** July 13, 2017 at 8:35:28 AM EDT  
**To:** "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>  
**Subject:** RE: URGENT: Latest Information on VERA/VSIP Notifications,

Loretta,

## Ex. 5 - Deliberative Process

I've attached the email below where we submitted our revised business case on June 8, as well as the document itself.

**From:** Vaughan, Pat  
**Sent:** Thursday, June 08, 2017 10:14 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Kavlock, Robert <[Kavlock.Robert@epa.gov](mailto:Kavlock.Robert@epa.gov)>; Robbins, Chris <[Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)>; Radzikowski, Mary Ellen <[Radzikowski.Maryellen@epa.gov](mailto:Radzikowski.Maryellen@epa.gov)>; Blackburn, Elizabeth <[Blackburn.Elizabeth@epa.gov](mailto:Blackburn.Elizabeth@epa.gov)>; Steenbock, John <[Steenbock.John@epa.gov](mailto:Steenbock.John@epa.gov)>; Gonzalez, Daniel <[Gonzalez.Daniel@epa.gov](mailto:Gonzalez.Daniel@epa.gov)>; Kanet, Audrey <[kanet.audrey@epa.gov](mailto:kanet.audrey@epa.gov)>  
**Subject:** Revised ORD VERA/VSIP Submission

Debbi,

ORD has updated its business case and associated charts with the following changes:

- 
- 
- **Ex. 5 - Deliberative Process**
- 

## Ex. 5 - Deliberative Process



Please let me know if you have any questions or if you need us to discuss the changes in more depth with anyone else.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

**From:** Hunt, Loretta

**Sent:** Wednesday, July 12, 2017 7:04 PM

**To:** Vaughan, Pat <[Vaughan.Pat@epa.gov](mailto:Vaughan.Pat@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** RE: URGENT: Latest Information on VERA/VSIP Notifications,

Pat

**Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Vaughan, Pat

**Sent:** Wednesday, July 12, 2017 4:49 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** RE: URGENT: Latest Information on VERA/VSIP Notifications,

## Ex. 5 - Deliberative Process

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

**From:** Hunt, Loretta

**Sent:** Wednesday, July 12, 2017 11:39 AM

**To:** RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>

**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>

**Subject:** URGENT: Latest Information on VERA/VSIP Notifications,

**Importance:** High

HR Community,

1. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**

2. **Ex. 5 - Deliberative Process**  
Ex. 5 - Deliberative Process

3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.

4. An updated schedule is attached.

5. **Ex. 5 - Deliberative Process**  
Ex. 5 - Deliberative Process Documents are attached.

6. The agency's business case and targeted position spreadsheet approved by OPM are attached.

7. **Ex. 5 - Deliberative Process**  
**Ex. 5 - Deliberative Process**

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

**From:** Bonner, Jerome [Bonner.Jerome@epa.gov]  
**Sent:** 6/6/2017 3:34:56 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]  
**Subject:** RE: Need to Schedule Regular VERA/VSIP Meetings

I don't have a preference.

Thanks  
JB

Jerome W. Bonner  
Environmental Protection Agency  
Office of Administration and Resources Management - Cincinnati  
Director, Human Resources  
Cincinnati Human Resources Shared Service Center  
Tel: 513.569.7950  
Mobile: Ex. 6 - Personal Privacy

**CONFIDENTIALITY:** This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 11:32 AM  
**To:** Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>  
**Subject:** Need to Schedule Regular VERA/VSIP Meetings  
**Importance:** High

I would like to schedule regular V/V meetings for planning and updates on Tuesdays or Thursdays. Please let me know your preference. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA

Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/14/2017 9:04:12 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: A few more quick questions about EPA's upcoming V/V submittal--

I'm not sure question #2 is clear:

Once we submit our package for informal review, **Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process

Additional question:

### Ex. 5 - Deliberative Process

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Wednesday, June 14, 2017 4:53 PM  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** A few more quick questions about EPA's upcoming V/V submittal--

Mike and Gregory-

FYI--We are still on track to deliver our submittal to you and OMB by the end of the week. And now we have a few more questions.

1.

2.

3.

4. Anything else???

## Ex. 5 - Deliberative Process

Feel free to call me if it's easier to discuss your response and many thanks in advance! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA

202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Thursday, June 08, 2017 3:15 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>  
**Subject:** Re: A few quick questions about EPA's upcoming V/V submittal

We can do a quick mtg at 4 today

Will that work?

Sent from my iPhone

On Jun 8, 2017, at 3:05 PM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Hey Mike!

Hope you guys are you're hanging in there—we are trying! Per my v-mail message, I wanted to ask you a few questions re: our informal submittal. I'd like to mostly lay out how our package is coming together. Do you have a few minutes to discuss with me? Thanks in advance. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 6/8/2017 7:48:25 PM  
**To:** Mahoney, Michael J [Mike.Mahoney@opm.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Snowden, Gregory A [Gregory.Snowden@opm.gov]  
**Subject:** RE: A few quick questions about EPA's upcoming V/V submittal

Ys—that is great. Thanks! Should I call one of you? Thanks again. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]  
**Sent:** Thursday, June 08, 2017 3:15 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>  
**Subject:** Re: A few quick questions about EPA's upcoming V/V submittal

We can do a quick mtg at 4 today

Will that work?

Sent from my iPhone

On Jun 8, 2017, at 3:05 PM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Hey Mike!

Hope you guys are you're hanging in there—we are trying! Per my v-mail message, I wanted to ask you a few questions re: our informal submittal. I'd like to mostly lay out how our package is coming together. Do you have a few minutes to discuss with me? Thanks in advance. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/7/2017 2:02:43 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Re: Latest V/V schedule

Yep. Still technically 7/6 ☐

Sent from my iPhone

On Jul 7, 2017, at 8:42 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

LOL—late night. I assume you forgot then remembered?

---

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 11:12 PM  
**To:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** Latest V/V schedule

HR Community,

FYI

Sent from my iPhone

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/11/2017 5:42:49 PM  
**To:** Badalamente, Mark [Badalamente.Mark@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Revised VERA/VSIP Schedule!!!!!!!!!!

Mark—that is fine. Thanks. Debbi

**From:** Badalamente, Mark  
**Sent:** Tuesday, July 11, 2017 1:16 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Revised VERA/VSIP Schedule!!!!!!!!!!

Loretta or Debbi –

Would there be any concerns if the letters were sent from my mail box as OECA's SRO? The letters themselves will still be from the Acting AA. It would make production much easier.

**From:** Hunt, Loretta  
**Sent:** Monday, July 10, 2017 5:58 PM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>  
**Subject:** Revised VERA/VSIP Schedule!!!!!!!!!!  
**Importance:** High

HR Community,

The agency has received approval for VERA and VSIP. However, we have to shift the dates as follows:

Notify unions of approval	✓ 7/10/17
Agreement with unions	7/12/17
AAs/RAs send general notification and notice to employees in targeted positions	7/13/17
VERA/VSIP Application Window Open	7/13/17-7/26/17

As you can see, the V/V window will now open 7/13/17 and the notices (general and targeted) should be sent the morning of 7/13/17.

The updated schedule is attached. If you have any questions, please contact me or:

- Debbi Hart at [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov) or (202) 564-2011
- Marvin Schulman at [schulman.marvin@epa.gov](mailto:schulman.marvin@epa.gov) or (202) 564-7778

Thanks.

Loretta L. Hunt

Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**To:** Vizian, Donna[Vizian.Donna@epa.gov]; Cooper, Marian[Cooper.Marian@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Corbett, Krysti[Corbett.Krysti@epa.gov]  
**Cc:** Showman, John[Showman.John@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Thur 6/15/2017 9:43:45 PM  
**Subject:** RE: Talking Points - VERA and VSIP Town Hall Meetings2017.docx  
Talking Points - VERA and VSIP Town Hall Meetings2017 (003).docx

Looks good! I made a few tweaks. Debbi

**From:** Vizian, Donna  
**Sent:** Thursday, June 15, 2017 5:20 PM  
**To:** Cooper, Marian <Cooper.Marian@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>  
**Cc:** Showman, John <Showman.John@epa.gov>  
**Subject:** RE: Talking Points - VERA and VSIP Town Hall Meetings2017.docx

Thanks Marian.

Here is the document with my changes. Bob/Krysti – please take a look.

Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

**From:** Cooper, Marian  
**Sent:** Thursday, June 15, 2017 5:05 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Showman, John <Showman.John@epa.gov>  
**Subject:** Talking Points - VERA and VSIP Town Hall Meetings2017.docx

Talkers again

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/26/2017 3:23:05 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information

Got it—thank you!

---

**From:** Hitchens, Lynnann  
**Sent:** Friday, May 26, 2017 10:49 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Debbi Ex. 5 - Deliberative Process Thanks,

Lynnann

Lynnann Hitchens  
Acting Director, Office of Resources, Operations and Management  
Office of Administration and Resources Management  
P: 202-564-3184  
M: 202-617-0738

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:26 PM  
**To:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Showman, John <Showman.John@epa.gov>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

Wanted you to know that I shared this with the ARAs. Let's talk about what you should communicate to them tomorrow. Ex. 5 - Deliberative Process

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Graves, Kimberly <graves.kimberly@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi

<Hart.Debbi@epa.gov>

**Subject:** EPA Workforce Reshaping Information

**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies.

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

# Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than May 24, 2017.

1. **Ex. 5 - Deliberative Process**
- 2.
- 3.

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.


Best,  
Donna

List of Attachments

- 1.
- 2.
3. **Ex. 5 - Deliberative Process**
- 4.
- 5.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

---

**From:** Lane, Vicki [Lane.Vicki@epa.gov]  
**Sent:** 7/3/2017 7:05:10 PM  
**To:** Remmers, Janet [Remmers.Janet@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: V/V Budget Tables update information  
**Attachments:** 

## Ex. 5 - Deliberative Process

**Importance:** High

Hi Janet,  
Revised Tables For Region 9. Once you OK the revised table, I will send an updated Business Case to Debbi & her Team.  
Regards, Vicki Lane (415) 972-3827

## Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.  
RPROS  
Office of Budget/OCFO  
Mail code: 2732A  
office: 202-564-0548  
aws: 301-593-7870

---

**From:** Lane, Vicki  
**Sent:** Monday, July 03, 2017 2:44 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>  
**Subject:** FW: V/V Budget Tables update information

Revised R9 budget Tables.



Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/23/2017 3:21:56 PM  
**To:** Davis, Cathy [Davis.Cathy@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** Re: VERA/VSIP Question

Cathy,

## Ex. 5 - Deliberative Process

Sent from my iPhone

On Jun 23, 2017, at 10:01 AM, Davis, Cathy <[Davis.Cathy@epa.gov](mailto:Davis.Cathy@epa.gov)> wrote:

Good morning Loretta.

## Ex. 5 - Deliberative Process

Thanks

Cathy Davis, Section Chief, Employee Services Branch, HRMD-RTP  
U.S. EPA - Shared Service Center - RTP (MC-C-639-02)  
109 T.W. Alexander Dr.  
RTP, NC 27711  
(919) 541-3533  
(919) 541-2186 fax

<image003.jpg>

Message

**From:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]  
**Sent:** 6/6/2017 3:33:25 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]  
**Subject:** RE: Need to Schedule Regular VERA/VSIP Meetings

Loretta,

I do not have a preference; however, in July the 4<sup>th</sup> is on a Tuesday, so you may want to consider Thursdays.

Regards,  
Liz

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 8:32 AM  
**To:** Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>  
**Subject:** Need to Schedule Regular VERA/VSIP Meetings  
**Importance:** High

I would like to schedule regular V/V meetings for planning and updates on Tuesdays or Thursdays. Please let me know your preference. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)